

Job specification



Job title: Senior Education Business Intelligence Analyst – School Improvement

Service: Education

Grade: G9

Reporting to: Education Business Intelligence Manager

Your job

Develop and implement coordinated and integrated approaches for the production of Education Business Intelligence to inform the Education Department, Corporate Directorate, School Consortia and Partners. This will include coordinating research and information across Education performance management, looked after children, early years and post 16. As a senior member of the Education Business Intelligence Team, identify best practice and evidence gaps that lead to recommendations for improvements in service delivery and school improvement.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 – 18 months, you will:

- Be responsible for the effective delivery of the Performance Information Service Level Agreement and the Pupil Premium Checking Service SLA to our customers
- Be responsible for the production and dissemination of Education business intelligence
- Ensure the Local Authority statutory duties within the remit of the role are fulfilled (for example: end of key stage assessments and school census)
- Develop effective relationships with local, regional and national organisations and agencies
- Develop processes to collect and collate data for statutory and non-statutory requirements
- Lead a team of business analysts and support officers
- Understand and develop all projects within the scope of the post
- Remain fully aware of the changing education landscape in order to provide specialist advice to schools and LA colleagues
- Work with the Wigan Education Partnership to develop analysis to support the continued improvement of schools within Wigan
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Have at least 3 years demonstrated experience in a related field.
- Have extensive experience of analysing and reporting on diverse management information.

- Have a degree or equivalent (NVQ level 4) in a related professional discipline or evidence of significant experience in a related discipline.
- Have evidence of successfully implementing a strong performance management culture.
- Have considerable experience of a variety of software packages associated with data monitoring, collection and research techniques.
- Have practical understanding and experience of the statutory and legislative frameworks for all areas within the posts' responsibility.
- Have a significant understanding and experience of specific methodologies and a variety of approaches to research, analysis and evaluation.
- Demonstrate a practical knowledge and understanding of Education policies and their impact on the work of EBIU.
- Have the ability to challenge and influence others sometimes senior to the post holder in a constructive way that leads to service improvements.
- Have the ability to work under pressure, to recognise problems, identify solutions and prioritise to deliver to deadlines whilst demonstrating excellent oral and written communication skills.
- Be able to work flexibly to ensure the service delivery, this may include early mornings, late evenings and weekends as required.
- Demonstrate a strong empathy with the needs of our customers

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough